

## Active Duty Physicians

Step 1: Once notified by PERSCOM or you volunteer to attend the US Army Flight Surgeon Primary Course, ensure that you know your funding source (Most “PCS with TDY en-route” will be PERSCOM-directed and MEDCOM-funded; Most “TDY and return” will be local command-directed and funded).

Step 2: Get flight physical (FDME) unless you already maintain a current and qualified FDME

If it is less than 4 weeks from the start of the course and you have not completed a flight physical contact the [faculty assistant] now!

- Schedule Class 2 flight physical with any local military aviation medicine clinic
- Ensure the aviation medicine clinic puts the following into your health record:
  1. Copy of the flight physical
  2. Copy of any Aeromedical Summaries (Waivers or Information Only)-only if needed
  3. Current and valid upslip (can simultaneously start Step 3 at this point)
- Ensure the aviation medicine clinic forwards the following to USAAMA at Ft Rucker
  1. Original flight physical
  2. Original Aeromedical Summaries (Waivers or Information Only)
- Contact USAAMA two weeks after physical is submitted to:
  1. Verify USAAMA’s receipt of flight physical
  2. Have USAAMA check physical for deficiencies
  3. Get USAAMA’s estimated return date of the physical to the aviation medicine clinic
- Prior to departing for the AAMOC , obtain (and bring) the following with your health record:
  1. Original USAAMA-qualified flight physical or copy if physical is not returned before departing to the AAMOC course
  2. Any original USAAMA-qualified Aeromedical Summaries (Waivers or Information Only) or copies if Aeromedical Summaries are not returned before departing to the AAMOC
  3. Current and valid upslip

Step 3: If/when the flight physical is qualified and upslip is granted, immediately enroll into ATRRS and arrange to get orders

- Personnel identified by PERSCOM to go “PCS with TDY en-route” will be automatically enrolled into ATRRS and have orders and fund site arranged by PERSCOM

- Personnel requesting “TDY and Return”, submit DA 3838 through PERSCOM branch manager/ATRRS POC; once approved and entered into ATRRS, sending unit prepares orders with their own fund site.
- PERSCOM address  
CDR, PERSCOM  
Health Svcs Division  
ATTN: TAPC-OPH-MC  
200 Stovall St  
Alexandria, VA 22332-0417
- ATRRS POC:  
MAJ Jeanne Hall  
[regina.hall@hoffman.army.mil](mailto:regina.hall@hoffman.army.mil)  
(703) 325-2363 DSN 221

Step 4: Contact [[AAMOC course director](#)] to:

1. Notify of flight physical status
2. Verify seat in the class
3. Verify orders and funding have been arranged
4. Update demographic data needed for course

Step 5: Contact Billeting to confirm room: DSN 558-2626 or commercial (334) 255-2626 or (334) 598-5216.

- Contact [[Course NCOIC](#)] for any problems to include billeting not having a reservation for you